

Guidelines for proposals to host a IAML Congress

International congresses form an essential part of IAML's activities and usually attract around 250-300 participants, from up to 40 nations. They take place annually, during the summer — each year in a different country.

The international congress comprises meetings of the General Assembly and the Association's Institutional Sections, Subject Sections, Committees and Project Groups, together with a variety of sessions of more general interest, some of them related to the host country.

A proposal to host a future congress should be sent to the [Secretary General](#) no later than the beginning of February in any year for discussion at the mid-year Board meeting.

Please include the information listed below. While it will be useful to the IAML Board and the General Assembly in evaluating an invitation to have as much information as possible about costs, type of accommodation, venue, etc., it is understood that this information is not always available as far in advance as an initial invitation.

- Host country
- Proposed town or city
- Proposed date
- Organizing committee
- Contact person
- Venue: rooms for congress sessions, exhibition area, meeting places, accessibility etc.
- Technical equipment availability: computers with Internet connection, Wi-Fi, copiers, printers etc.
- International travel connections by air and rail
- Local transportation
- Accommodation options
- Budget
- Sponsorship
- Possible study visits and excursions

Information about past congresses can be found on the [IAML website](#). Please feel free to send any questions to the [Secretary General](#).